



Sooke
FINEARTSSHOW

SFAS 2022 GALLERY GIFT SHOP GUIDELINES

ABOUT THE GALLERY GIFT SHOP

Artists whose work is accepted for the 2022 Sooke Fine Arts Show are invited to sell additional artwork in the Gallery Gift Shop. The Gallery Gift Shop was established to allow artists greater public exposure and increased sales of their work.

The Sooke Fine Arts Show is attended by close to 9,000 people over an 11-day period and many are interested buyers looking for high quality artwork in both the main gallery and the Gift Shop. As the artwork in the Gift Shop is at a lower price point than the main gallery, (under \$150) almost all those attending the show will walk through the Gift Shop to see, and often to purchase, unique art. The wide range of reasonably priced artwork makes it possible for all art lovers to take home some wonderful art! In fact, 40% of the total art sales at the Sooke Fine Arts Show are from the Gallery Gift Shop.

ABOUT THE 2022 SHOW

The accepted artworks will be exhibited live at the SEAPARC Leisure Centre in Sooke and simultaneously displayed in a simple online gallery, accessible via the SFAS website. Gift shop items will not be viewable online.

IMPORTANT DATES

Delivery of Gift Shop Items

Art Drop-Off: (In Person) **July 9, 9:30am - 4:30pm**
SEAPARC Leisure Complex
2168 Phillips Rd, Sooke

By valid *Courier* only July 7 & 8, 9:30am - 4:30pm

After the Show

Pickup of unsold items **Tuesday, August 2, 2-8 pm**
Artist disbursements Week of August 22 (cheques mailed)

GENERAL GUIDELINES

- You, the artist, determine prices for submitted artwork up to a maximum of \$150 per item.
- A commission of 30% is charged on all Gift Shop sales.
- PST and GST will be added to items at purchase and will be collected, and remitted by the Sooke Fine Arts Society.
- Submissions should be of the same quality and finishing standard as gallery pieces.
- Submissions should be recently created (after 2018).

INSTRUCTIONS FOR SUBMITTING ITEMS TO THE GALLERY GIFT SHOP

1. **INVENTORY SHEET(s)** - **Completing the Inventory Sheet(s) is Mandatory**— ([Click here to download a fillable PDF inventory sheet.](#)) Complete and bring **3 COPIES** to Art Drop-Off. If your submissions are sent by courier or an agent, be sure all sheets are complete and accurate. *See sample Inventory Sheet and instructions at the end of this Guide.*
2. **GIFT SHOP NUMBER** - Get your 3-digit Gift Shop number from here on the Sooke Fine Arts Show website following your notification of acceptance into the show.
3. **INVENTORY ITEM NUMBERS** - You will give each of your Gift Shop items a 6-digit inventory number. This number consists of your 3-digit Gift Shop Number followed by your 3-digit Item Number. Your Item Numbers are to be in sequential order beginning with 001. Example: If an artist's Gift Shop number is 299 and Item numbers are 001, 002, 003, etc. then the Inventory Item Numbers will be 299001, 299002, 299003, etc.
4. **STICKERS** - Purchase white price stickers (any brand) **and** yellow stickers **Avery #5462 or #2346, 3/4"**. Do not substitute any other brand of yellow stickers. Legibly print the inventory item number and the price on both stickers. Place the white sticker on the front and the yellow sticker on the back of each item you submit.



** PLEASE NOTE:

- Yellow Avery stickers are available at office supply stores such as Sooke Fax and Copy, Staples, or Monk Office.
- You can use string tags for jewellery, fibre arts and wearable art with the white and yellow stickers affixed back-to-back on the string tag.
- Bring your Gift Shop items in boxes or rigid containers with your name and Gift Shop number clearly visible on two sides. Do not overload boxes. The combined weight of boxed items in a container must not exceed 23 kg. (50 lb.)

SPECIFIC ARTWORK SUBMISSION LIMITS AND REQUIREMENTS

Art Cards - Up to **25 cards**

- All cards from an artist must be the same price.
- All cards must be a minimum of \$5.00 per card.
- If cards sell out, the Gift Shop will request more.
- Include an envelope and package cards in a clear, protective sleeve.
- Sets of cards will not be accepted.

Books - Up to **5 books**

- If your books are individually wrapped and sealed, provide a sample (or one copy unwrapped for viewing).
- Books with an ISBN number are PST exempt.
- Journals and calendars are not PST exempt.

Fibre Art - Up to **10 items**

- Dolls, quilts, pillows, bags/purses, bookmarks, etc.
- Attach fibre content and care instructions.
- Attach information regarding special features (such as use of your own handprinted or embroidered fabric, etc.)

Wearable Art - Up to **10 items**

- Scarves, shawls, hats, sweaters, jackets, etc.
- Attach fibre content and care instructions.
- Attach information regarding special features (such as use of your own handprinted or embroidered fabric, etc.)

3D Art - Up to **10 items**, restricted by size and weight

- Stoneware, ceramics, porcelain, wood, metal, glass, etc.
- Items must measure less than 24" (61cm) in any direction and weigh less than 4.5 kgs (10 lbs).
Smaller items are strongly recommended.
- For functional items, such as tableware, indicate item suitability (e.g., food safe, microwave safe, oven safe, etc.) Unlabelled items will be sold as "decorative only".

Fine Jewellery - Up to **10 items**

- Artwork made with precious metals and/or gemstones.
- Each item must have a string or button tag attached with price on one side and yellow sticker showing inventory number and price on the other side.
- Each item must be submitted with an accompanying box/container with your name and item inventory number on the box.

Other Jewellery - Up to **10 items**

- Artwork using materials other than precious metals and/or gemstones; materials such as leather, wood, twine, cord, fabric, glass, papier mache, etc.

Hangable Art - Up to **2 items**

- Framed paintings and prints, photography, drawings, lithography, gallery wrapped canvases (including giclees) and cradled wood panels.
- Includes fibre art, ceramics, glass, etc. that are ready to hang.
- Items must be **no larger than 24" (61cm) per side**, including a frame.
- Each item must be appropriately finished, cured, and ready to hang with hardware and wire securely attached.
- Raised sawtooth hangers are acceptable. V-clips are not acceptable.
- All hanging materials must be strong enough to hold the weight of the item.

Unframed Prints, Posters, and Paintings - Up to **2 items**

- Non-rigid items must be mounted on a rigid backing (e.g., foam core or heavy cardboard) and must be in a clear, protective sleeve.
- Items must be **no larger than 24" (61cm) per side** (including backing).

****PLEASE NOTE:**

- Prints of any juried gallery artwork must be from a limited edition run of 25 and a different size from the original work.
- Prints of other artwork (not exhibited in the Gallery) should be from a limited edition run of no more than 50.
- Clearly display the number and run for each print.
- You may choose to place a Certificate of Authenticity on the back of each print. ([Click here for a fillable PDF sample of a Certificate of Authenticity](#)).
- If all submissions in a category have sold, the Gift Shop manager may request more. Complete an additional inventory sheet and continue numbering items sequentially.
- Frames, stands or any other apparatus required to display any artwork (including jewellery) must be included in the price and will be provided to the purchaser at time of purchase. Such apparatus will not be kept by the Gift Shop or returned to the artist after artwork has sold.
- All items sold in the Gift Shop are final sale.

APPENDIX: Sample Inventory Sheet

[Click here to download a fillable PDF](#)



GGs Artist # 299

(Artist # is posted on the SFAS website)

Name: Doe, Jane Phone: (250) 555-5555 Date: July 9, 2022

GST # (If applicable) _____

Inventory #	Item Description	Price \$	Unsold # (Office Use)	Sold # (Office Use)
299001	Art Cards (25)	\$7		
299002	Print "Sailboat"	\$50		
299003	Print "Whale"	\$75		
299004	Painting "Sailboat at Wharf"	\$150		
299005	Sterling silver bracelet	\$125		
299006	S/S and jade bracelet	\$135		
299007	Leather cuff	\$30		
299008	Carved wooden pendant on cord	\$40		
299009	Blue glass bowl	\$95		
299010	Wooden box with tile lid	\$40		
299011	Metal jellyfish	\$75		
299012	Hand-dyed embroidered tote bag	\$85		
299013	Felted shawl	\$125		
299014	Book "My Baby Ferret"	\$15		

**** PLEASE NOTE: COMPLETING INVENTORY SHEETS IS MANDATORY**

Bring **3 copies** of completed Inventory Sheet to Art Drop-Off on July 9, 2022

Please call the SFAS Office (250-642-7256) if you have any questions.